

Job Posting

U.S. Probation Office
Northern District of California

Job Code: 9thCir022607USPO

POSITION: U.S. Probation Officer

STATUS: Regular Full-Time

SALARY RANGE: \$48,960 - \$95,429 (CL 27/01 - CL 28/61)

CLOSING DATE: Open until filled

LOCATION: San Francisco, Oakland, and San Jose, California

The Northern District of California United States Probation Office seeks to serve the U.S. Court System and improve public safety by investigating and supervising individuals convicted of federal crimes, enforcing sentences, and providing correctional treatment to offenders. The Office is now seeking qualified Probation Officers.

POSITION DESCRIPTION: You will conduct investigations and prepare presentence reports assessing convicted individual's ability to pay fines, restitution, cost of prosecution, incarceration, and supervision; apply U.S. Sentencing Commission guidelines and case laws; determine appropriate course of action after analyzing any objections to presentence reports; and resolve disputed issues and testify in court on the basis of factual findings. You will also develop a supervision plan for offenders, maintain case records, and maintain personal contact with offenders to ensure adherence to court-imposed conditions and required correctional treatment; you will also coordinate, monitor, and verify offenders' activities with substance abuse facilities, counselors, shelters, and/or employment facilities. Selected candidate will also monitor offenders' sources of income, lifestyle, and associates to assess risk and compliance, detect and investigate violations, report violations to the court, and implement appropriate alternatives or sanctions.

QUALIFICATIONS: Candidate must possess a bachelor's degree from an accredited college in a field of academic study, such as criminal justice, criminology, psychology, sociology, or human relations, as well as possess two years of progressively responsible specialized experience, gained after completion of the bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, work in substance/addiction treatment, or work in counseling and providing guidance to offenders either in community corrections or a related field such as social work (Note: police, custodial, or security officer experience outside of criminal investigative work is not creditable). Proficiency with WordPerfect, WestLaw, and Lexis is desirable. Due to the potential danger posed by offenders under supervision, applicants must also be in top physical and mental condition, including good distance vision, the coordination to operate a firearm if necessary, physical dexterity and stamina, and the ability to work effectively in stressful situations. First-time appointees must be under age 37; applicants age 37 or older who possess law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System may have previous experience subtracted from their age to determine their status in relation to the maximum age limit.

Judiciary employees serve under excepted appointments (not civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

APPLICATION INSTRUCTIONS: Employment is subject to a background investigation and verification of information supplied. Applicants must submit a resume and letter of interest including their current salary, date of birth, and an outline of skills and experience. In addition, applicants must submit a copy of their college transcripts and two of their most recent performance evaluations (must include signature of evaluator). **APPLICANTS MUST INCLUDE THE JOB CODE FROM THE JOB POSTING IN THEIR LETTERS OF INTEREST.** Applications will not be considered complete until all of the items listed above have been received by Human Resources. Please forward your application to:

U.S. Probation Office
Northern District of California
Attn. Frank Ting, Human Resources
P.O. Box 36057
San Francisco, CA 94102
Fax: (415) 436-7123

Only applicants who are interviewed in person will receive a written response regarding their application status.

New officers will be required to attend a six-week training academy.

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to on-going random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER.